

Parish Committee
First Parish Unitarian Universalist of Arlington
April 21, 2020

Attending: Marie Meteer, David Klingsberg, Celia Wcislo, Sara Galantowicz, Steve McMillan, Anne Quaadgras, Maggie Carey, Tom Estabrook, Paul Hollings, Marta Flanagan, Tina Schultz, Chloe Briede

Financial Report and Financial Projection (David K.)

- Prepaid pledges are held in reserve for next year
- David is projecting that we will be \$15,000 in the negative by the end of the church year, even though we were up 100,000 through March. This is a very conservative projection.
- Assuming a loss of rentals and Mariposa payments
- Plate and pledges have not dropped
- We put in for a small business loan, were excepted, but the funds ran out. Possible with the new relief package

(Vote 1). Consent agenda: Minutes, Minister's Report, DRE report, Financial Report

- The previous minutes were amended to include Maggie Carey as attending by the clerk.
- Vote made by Steve, seconded by Maggie. Vote passed unanimously.

Policy of the Month (Marie and Sara)

[Bylaws](#). Read:

- [ARTICLE VI—Congregational Meetings and Voting](#),

Proposed Plan for Annual Meeting (from Exec): Because of the Coronavirus pandemic, and using both state and UUA guidelines, the 2020 Annual meeting will be held as a Zoom meeting, since we have had such success with Zoom Sunday services.

- Push it out to May 31 to give us more time to plan
- Push the budget meeting to May 5 so stewardship has some time for their "cleanup"
- Conduct the meeting over zoom (redefining "in person" in times of pandemic).
 - See UUA links below
- Only vote on the budget, not on new committee members
 - Need to get agreement from the committee members who are scheduled to go off to keep their positions until, say Fall of 2020
- Come up with a simpler form for committee annual reports so we can close out this year.

- Maybe just collect answers to a couple questions from each committee chair. Sara is working on this.
- Use the meeting to get input from the congregation on “how we go back”, with targeted questions and comments solicited in advance.

Discussion on Annual Meeting Plan:

- LDC needs to be notified that the current officers and committee members will carry over until the Fall. LDC should reach out to make sure people want to continue until then.
- Sara presented a simplified report form for all committees, to be filled out and used for the Annual Report and meeting. To include committee name, purpose/mission, chair, committee members (terms and dates), major activities through Feb. 2020, 20/21 priorities/challenges/improvements/opportunities
- **Vote #2:** To extend all officers, chairs, and committee members until Fall of 2020 when a second congregational meeting will be held for elections. Motioned made by Maggie, seconded by Celia. Motioned pass unanimously.
- Sara will reach out to Joan and get the form to all committee chairs.

Trustees Presentation by Jeff Keffer:

- Jeff gave a history of how the endowment funds had been spent historically, and the many year effort to stop depending on the endowment to balance the operating budget.
- UUA supports that endowments are to be used for capital and long-term strategic needs
- When the by-laws were updated, it was clarified that the Trustees report to the congregation (not Parcom) and their role is to protect the long-term existence of the church
- The base amount of the general fund was set in 2007 at \$1,270,000. It has never been adjusted for inflation, and the base fund needs to be maintained. If it was adjusted for inflation, the base amount would be closer to \$1,782,000. Today (after the market decline), we are about \$200,000 under that adjusted base amount.
- The use of these funds in “an emergency” or for the long-term welfare of the church are not defined.
- Jeff suggested one option that has been used before is Parcom requesting a loan that would be repaid over time
- Any major use of the funds might need to be voted on by the congregation
- Parcom asked if the Trustees would be able to be a backstop if we run into difficulties because to the pandemic (such as the loss of rental income, etc.). Jeff said the Trustees would work with Parcom if that happens. He suggested we set as money in the budget for pandemic costs.

Final Annual meeting plan (Vote #3):

- 1) Parcom will call a Zoom annual meeting for May 31.
- 2) The final Parcom budget meeting will be held May 6.

- 3) To best meet the “in person” annual meeting goal, all members will be required to register prior to the meeting, membership checked, and be given an access code. Where two people in one household are attending, arrangements will be made for the second vote.
- 4) The main part of the agenda will be the budget, and the putting off elections until the Fall.
- 5) Committee reports will be simplified with a standard form
- 6) Some discussion will be held about how we “go back” to being a congregation once the state and town have lifted restrictions on meetings.
- 7) **Vote #3:** Motioned made by Tom Estabrook, seconded by Steve to adopt the Annual meeting plan. Motion passed unanimously.

Assigned tasks:

- Technology for meeting: Anne
- Notice and communications: Maire, Celia, Anne, Maggie
- Initial notification to members will go out in E-Bulletin and the Spire.

Adjourned at 9:15 PM

Attachments: March Minutes, Financial Documents. Ministers report, DRE report.

MOTIONS

1. I move that we adopt the amended consent agenda.
2. I move to extend the terms of all officers and committees until a congregational meeting can be held in the Fall of 2020.
3. I move that we adopt the Annual meeting plan as laid out above.

ParCom meetings' Host Schedule

4/21 (Host - Marie)

5/5 (Host - Steve) (budget)

5/19 (Host - Tom)

5/31 (Sunday Annual Meeting) (Sunday Brief ParCom meeting with new members)

6/16 (Host - __)

__6/? (Saturday Spring Retreat?)

Resources from the UUA on hosting Annual Meeting online

<https://www.uua.org/leadership/library/it-legal-hold-congregational-meetings-online>

<https://www.uua.org/leadership/library/voting-online>

Ministers Report March

March 19 - April 19, 2020

The First Month of the Corona Virus Pandemic

Rev. Marta Morris Flanagan

On March 16 the Governor closed all schools in the Commonwealth. On March 23 he issued a stay at home advisory. This report essentially covers the first month of ministry during this pandemic.

Our first death to Covid-19 occurred on April 14. Janelle Slobodkin, 77, was a longtime member of First Parish and served as Chari of the Parish Committee some thirty years ago. Her husband, Sid Slobodkin, is a member and regularly attends our men's group. Our thoughts and prayers are with Sid.

I am aware of several parishioners who have symptoms and are confined to home. I am also aware of several parishioners who have already lost parents to Covid-19. We are a religious community living through and responding to a crisis.

Doing that well involves enormous change. The staff have been learning new technology and working to create alternative ways of supporting and being in community.

Recreating the wheel of how we do things in innumerable areas, managing the inevitable conflicts as we do so, and working with people's stress and anxiety is an enormous endeavor. I am enormously grateful to the staff and lay leaders who are stepping up and making our ongoing ministry possible.

Accomplishments during this month of pandemic include:

our first four online worship experiences
featuring Greetings through breakout groups,
and Joys and Concerns via chat

a new series of drop-in zoom discussions called SpiritTalk,

(5 times a week, 5-12 participants)

Chloe Briede, Anne Quaadgras, Pamela Powell,
Monique Chapin, and Kate Lenox facilitating

an additional lectio divina session

(3 times a week with 12-23 people participating)

Anne Quaadgras, Marta Flanagan facilitating

a Phone Buddy Network

more than 30 pairings

(Lori Kenschaft of the COVID19 Working Group)

a Tech Support Team for worship and other programming

(Anne Quaadgras and others)

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using FP Community Board in new ways

including offering of online programs

(Sarah Trilling and members of ParCom's COVID19 Working Group)

and navigating the ongoing Stewardship Drive through this economic crisis

Wow! Alleluia! Dayenu! "It would be miracle enough" to give thanks and to celebrate those accomplishments. But there is another wonder to behold!

During this last month the Second Minister Search Committee conducted the last of four precandidating weekends (the last one by zoom). After much deliberation, we unanimously chose to recommend one of our four finalists to serve as our "Parish Minister" beside me as "Lead Minister." I am so very delighted that Rev. Erica Richmond will be joining us in August. You have all read about Erica. And you will get to see her during our online worship on May 3. Don't miss it! I am enormously grateful to the other members of search committee Carolyn Hodges, Marc Jacobsen,

Tina Silberman, John Anderson, and David Whitford. They deserve our praise for their skillfulness and commitment – especially so in the midst of a pandemic.

What a challenging time we are in! And what a wonder that we continue to be the vibrant religious community we are!

In your service,

Marta

What follows is a detailed listing of my ministry this month.

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Worship

(Note: Attendance figures listed are the number of households which stayed online for 30 or more minutes. One estimate of total attending is 1.25 of that number. But for greater reliability and consistency, the listed numbers are just the number of households.)

March 22 Online Worship #1 (254 attending)

Marta Flanagan offering homily

March 29 Online Worship #2 (281 attending)

Marta Flanagan offering homily

April 5 Online Worship #3 (254 attending)

Alliance Sunday with Pamela Kristen offering homily

April 12 Online Worship #4 (304 attending)

Easter with Marta Flanagan offering homily

Average Sunday (mean) attendance was 273 (average sanctuary attendance over the last five years has been 250)

Monthly Worship Associate Meeting: 3/25

Pastoral Care Provided by Minister

Pastoral appointments and visits

Zoom: 11

Phone: 2

Walk: 1

(themes: uncertainty, grief)

Monthly Lay Ministry Meeting: 4/1

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Staff and Lay Leadership Support Provided by Minister

Appointments with lay leaders regarding projects and committee work: 5

Committee meetings attended

(in addition to Lay Ministry and Worship Associates):

ParCom Exec 3/25, 4/15

ParCom Meetings 3/31, 4/7

Second Minister Search Committee 1/7

Committee on Ministry 4/15

Stewardship 4/16

ViPC (Program Council) 4/19

Second Minister Search Committee, 4/21, 28, 29, April 2, 7, 9

Weekly Meetings with Joan Dyer and Sara Di Long

Individual weekly meeting with Chloe Briede, Intern Minister,

DRE Tina Schultz and Executive Assistant Sara Haugland

Biweekly weekly meetings with Music Director Jonathan Brennand

and Joan Dyer, Office Administrator

Biweekly Program Staff Meetings

(DRE, Office Manager, Music Director, Intern, Minister)

Education and Community Building

Lectio Divina: twice a week

New UU 4/4/

Social Justice / Turning Outward

none

Professional Development, Connection and Continuing Education

Follen Women ((UU Women Clergy): 3/19, 4/16

DRE Report to Parish Committee

April 10, 2020

Hello Friends,

What a month it's been! Thank you for all your support as we transition from our former job descriptions to whatever is now required of us to sustain and build our spiritual community together.

Here is what I have been working on:

Organized a **survey** for parents to learn what kind of help they and their children might need from First Parish. Of the 140 families who were sent the survey 30 families responded.

Because of those results I have set up:

Zoom Parent Get Togethers 3 x per week at varying times to try to meet parent availability

Zoom Toddler Sing a long with Diane Taraz

Zoom Sunday group gatherings by grade for our children. First classes (for the younger children) begin this Sunday (Easter). I have recruited teachers the children know and have prepared age appropriate activities for all. Older kids will begin on April 19 and the focus will be Earth Day.

OWL, COA and Youth Group are meeting regularly on Sunday evenings

I am extremely grateful for the time and energy Rose put into establishing methods of connecting with our youth group! From the first week she set up all group meetings, smaller peer counseling sessions, fun get-togethers like yoga, cooking and music. During youth group at least 30 youth are participating. They share joys and concerns and play games together.

I am collaborating with my DRE colleagues to pool our resources to offer a more substantial weekly news letter with suggestions for at-home religious conversations/rituals/learning.

The RE Committee has met. Together we are sending cards to all the children in our program.

I am gathering a team of people to work on all congregation fun activities like virtual art show, Earth Day celebrations and recipe sharing. Dealing with the tools and techniques to gather materials is taking time, but I am hopeful that these projects can be launched soon.

Worship: I have collaborated with Marta, Chloe, Jonathan and the worship associates for Sunday morning worship and have led the Time for All Ages twice. I recruited Jen Davis Kay on the Sunday when I was not available to lead. I plan to continue leading them over the next month.

Meetings: I meet regularly with Marta, Rose, Chloe and the staff. I check in weekly with all members of the RE Committee, OWL teachers and COA mentors.

I attend monthly youth group YAC meetings and weekly youth group gatherings.

I participated in the New UU Class last Saturday.

Pastoral:

I have reached out to those adults and children who are struggling with our new normal.

Special Thanks and Appreciation:

Goes to our amazing office staff - Joan and Sara - who are doing a fantastic job of keeping the community connected through our various tools. Joan especially has been a huge help for me as I'm trying to learn the new methods of connecting.

And to Marta who is running as fast as she can to maintain a high level of worship, ensure our congregation has ways to support one another, secure a fantastic candidate for second minister, and do the business of the church.

And thank you all for continuing to lead us as we figure out what's next.

First Parish Unitarian Universalist of Arlington M Budget vs. Actuals: Monthly - P&L Budget FY 2020 - FY20 P&L July 2019 - March 2020

March FY20 YTD results continue strong, \$103k net income for 9 months. Pledges (acct 4110) are continuing ahead of budget due to numerous pledges being paid early, consistent with experience in previous years. Net result for March alone, virtually break even (\$381 loss). \$58k pledges received March. Little effect so far overall of crisis.

\$32,200 of **FY21** pledges received, moved to "pledges for future year" on balance sheet

Salaries and other personnel expenses are under budget due to lower than expected hours and expense relating to communications associate, youth coordinator, sexton, ministerial intern, others. FICA appears not fully budgeted on all salary budget hours, leading to low FICA budget variance.

\$3,800 paid for new kitchen fan (acct 5530), also \$4,050 paid for annual elevator inspection (acct 5521).

Parcomm expenses (acct 5810) - \$32 for baking, \$500 for holiday gifts

Balance sheet:

Second minister fund pledges received are up to \$189,200 out of a goal of \$216,000.

Spending from the second minister reserve fund totals \$4,094, for Beyond Categorical Thinking, child care, survey expenses. Also candidate hosting & travel (\$3,194).

Final Hallee family gift (\$10,000) has been received, added to trust funds. \$10k Housing contr. rec'd from trustees.

Trust funds for March (\$2.4 million) **below** June 2019 levels (\$2.7 million) due to downturn. Alliance fund \$407k, was \$431k as of June 2019.

	Total				Annual budget
	Actual	Budget	over Budget	% of Budget	
Income					
4100 Pledges					
4110 Current Year Pledges	548,636	483,111	65,525	113.56%	644,148
	\$	\$	\$		
Total 4100 Pledges	548,636	483,111	65,525	113.56%	644,148
4200 Plate Offerings	30,267	28,503	1,764	106.19%	38,004
4300 Fundraisers					
4310 Fair	17,682	14,004	3,678	126.27%	14,004
4330 Other Fundraisers	884	1,500	(616)	58.96%	1,500
	\$	\$	\$		
Total 4300 Fundraisers	18,567	15,504	3,063	119.75%	15,504
4400 User Donations (Building Fees)	0				
4410 Mariposa rent	42,475	42,093	382	100.91%	56,124

4420 Other building use	19,433	17,850	1,583	108.87%	25,500
	\$	\$	\$		
Total 4400 User Donations (Building Fees)	61,908	59,943	1,965	103.28%	81,624
4500 Other Contributions					
4510 Parking revenue	4,500	4,500	0	100.00%	6,000
4520 One-Time Gifts	215	1,500	(1,285)	14.33%	2,000
4525 Social Justice	2,031	2,250	(219)	90.26%	3,000
	\$	\$	\$		
Total 4500 Other Contributions	6,746	8,250	(1,504)	81.77%	11,000
4600 Interest	662	16	646	4203.37%	21
4700 Trust Fund Contributions					
4730 Trust Fund-Wellington	10,000	7,500	2,500	133.33%	10,000
	\$	\$	\$		
Total 4700 Trust Fund Contributions	10,000	7,500	2,500	133.33%	10,000
4900 Other Income	0	9,750	(9,750)	0.00%	13,000
	\$	\$	\$		
Total Income	676,785	612,577	64,208	110.48%	813,301

Expenses

5100 Personnel

5110 Salary	317,985	347,498	(29,513)	91.51%	463,535
5120 FICA	23,748	22,313	1,436	106.43%	29,750
5130 Workers Comp	3,206	2,153	1,053	148.94%	2,870
5140 Pension (UUA)	24,229	21,528	2,701	112.55%	28,704
5150 Health Insurance	14,993	10,710	4,283	139.99%	14,280
5160 Life Insurance	774	846	(72)	91.47%	1,128
5170 Disability Insurance	2,178	2,115	63	102.97%	2,820
5190 Prof Expenses	8,299	10,575	(2,276)	78.48%	14,100
5193 Recruitment expenses	140		140		
5960 Sabbatical Reserve	6,107	6,107	0	100.00%	8,142
	\$	\$	\$		
Total 5100 Personnel	401,659	423,844	(22,185)	94.77%	565,329

5200 Contractors & Consultants

5240 Consultants (HR,Finance,Prof)	6,159	7,500	(1,341)	82.11%	10,000
5245 Action Sunday	800		800		
	\$	\$	\$		
Total 5200 Contractors & Consultants	6,959	7,500	(541)	92.78%	10,000

5300 Office Expenses

5320 Postage	118	450	(332)	26.22%	600
5340 Telephone & Internet	2,685	2,775	(90)	96.76%	3,700
5350 Office Supplies & Repairs	5,070	5,325	(255)	95.21%	7,100
5360 Office Equip Lease & Maintenance	5,750	5,175	575	111.11%	6,900
5397 Computer software/hardware	8,646	6,000	2,646	144.10%	8,000
	\$	\$	\$		
Total 5300 Office Expenses	22,269	19,725	2,544	112.90%	26,300

5400 General Church Expenses

5410 Housekeeping Supplies & Repairs	3,289	2,850	439	115.41%	3,800
5412 Christmas Eve Sexton and Support	750	850	(100)	88.24%	850

5415 Treasurer's Expenses	5,281	4,500	781	117.36%	6,000
5420 Coffee/Friendship Hour Supplies	1,864	1,875	(11)	99.39%	2,500
5430 Worship Supplies, etc.	156	825	(669)	18.85%	1,100
5435 Sound, Tapestry, Linens Fund	1,000	750	250	133.33%	1,000
5440 Stipends/Honoraria Guest Ministers	900	2,475	(1,575)	36.36%	3,300
5445 Sign Language Interpreter	500	400	100	125.00%	400
5470 Staff Development	0	150	(150)	0.00%	200
5481 Loan Repayment	0	3,751	(3,751)	0.00%	5,000
	\$	\$	\$		
Total 5400 General Church Expenses	13,739	18,426	(4,687)	74.57%	24,150
5500 Property Expenses - Main Building	0				
5510 Utilities					
5511 Heating Fuel Oil & Gas	9,134	11,260	(2,126)	81.12%	14,300
5512 Water & Sewer	1,116	4,500	(3,384)	24.80%	6,000
5513 Electricity	610	2,172	(1,562)	28.09%	2,896
5514b Power Options Membership	250	131	119	190.52%	175
5514c Solar Power Purchase Agreement	4,870	5,700	(830)	85.44%	7,600
	\$	\$	\$		
Total 5510 Utilities	15,980	23,763	(7,783)	67.25%	30,971
5515 Prop. Exp. Maintenance Contingency Fund	2,000	1,500	500	133.33%	2,000
5520 Heating Maintenance & Repair	1,020	1,500	(480)	68.00%	2,000
5521 Elevator Inspection and Maintenance	4,050	3,300	750	122.72%	4,400
5530 Main Building Maintenance & Repair	22,993	15,750	7,243	145.99%	21,000
5535 Main Building Capital Exp.	0	19,500	(19,500)	0.00%	26,000
5550 Groundskeeping	331	750	(419)	44.16%	1,000
5560 Snow Removal	4,597	4,800	(203)	95.77%	6,000
5580 Insurance	13,328	9,493	3,835	140.39%	12,658
	\$	\$	\$		
Total 5500 Property Expenses - Main Building	64,299	80,357	(16,058)	80.02%	75,058
5600 Religious Education					
5610 Children/Youth	6,019	6,000	19	100.32%	8,000
5620 Owl training	0		0		
5630 Youth Group Coordinator	1,125	1,125	0	100.00%	1,500
5650 Adult RE (deleted)	0		0		
	\$	\$	\$		
Total 5600 Religious Education	7,144	7,125	19	100.27%	9,500
5700 Music					
5750 Music Committee	6,180	7,500	(1,320)	82.40%	10,000
5760 Piano Repair	1,500	1,125	375	133.33%	1,500
5790 Organ Fund Set-aside	2,000	1,500	500	133.33%	2,000
	\$	\$	\$		
Total 5700 Music	9,680	10,125	(445)	95.60%	13,500
5800 Other Committees					
5801b STAR/Adult RE	503	375	128	134.02%	500
5802 Committee on Ministry	0	150	(150)	0.00%	200
5807 Lay Ministry	0	113	(113)	0.00%	150

5808b Leadership Development	0	150	(150)	0.00%	200
5809 Membership Committee	46	750	(704)	6.16%	1,000
5810 Parish Committee	532	4,875	(4,343)	10.90%	6,500
5811 Parish Comm. Contingency Fund	0		0		0
5812 Racial Justice Committee	457	2,250	(1,793)	20.31%	3,000
5812b Social Justice Committee	2,381	2,250	131	105.83%	3,000
5815 Stewardship Committee	3,671	1,500	2,171	244.74%	2,000
5818 Turning Outward	0	2,250	(2,250)	0.00%	3,000
5820 Other Parish Committee approved expenses	0		0		
5899 Miscellaneous	0		0		0
Total 5800 Other Committees	7,590	14,663	(7,073)	51.76%	19,550
5900 Outreach					
5910 UUA	26,903	26,755	148	100.55%	35,673
5920 MBD	0	225	(225)	0.00%	300
5930 Partnership Church Council	200	263	(63)	76.18%	350
5940 Giving First	13,789	14,252	(462)	96.76%	19,000
5962 UU Urban Ministry	0	187	(187)	0.00%	250
5965 Mass. Interfaith Power & Light	0	187	(187)	0.00%	250
Total 5900 Outreach	40,893	41,869	(977)	97.67%	55,823
5970 General expense reserve	0	(12,660)	12,660	0.00%	(16,880)
Total Expenses	574,231	610,973	(36,742)	93.99%	813,301
Net Income	102,554	1,603	100,950	6395.63%	\$ -

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